NOAA Leadership Seminar Q&A's
Leadership and Corporate Services Sub-Goal
August 10, 2007

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MS-ADS Administrative Management and Executive Secretariat (AMES)

Q: Of 119 NOAA Administrative Orders (NAOs), how many were written before 2000 and, therefore, should be reviewed?
A: 87 (73%)

Q: How many folders has Exec Sec processed from January 1, 2007, to July 31, 2007?
A: 1212

MS-ADS Deemed Exports

Q: How many foreign national guest access requests has NOAA processed through the CAO's office during the first calendar year after the passage of NAO 207-12, Technology Controls and Foreign National Access (May 11, 2006)
A: 612

Q: The OIG issued a report directed at NOAA citing a lack of deemed export policies, procedures, and controls. The report contained 5 recommendations. How many OIG recommendations remain open at NOAA?
A: 0

Q: One of the OIG recommendations require ongoing training at NOAA. How many NOAA employees have received the 2 day deemed export training since the issuance of the OIG report?
A: 275

Q: CAO provides oversight for the NOAA deemed export compliance program. How many Line Office (LO)/Corporate Office (CO) points of contact (aka Controlled Technology Coordinators) work as liaison with the CAO deemed export team?
A: 26 (or 1-3 contacts per LO/CO)

MS-ADS Business Process Reengineering – Transition Management Team

Q.   What is BPR?
A.   Business Process Reengineering

Q.   What is the objective of NOAA BPR?
A.   To improve and strengthen NOAA's financial and administrative services

Q.   How many functional areas undergoing BPR?
A.   8 – underwent "As-Is" assessment
        4 – Re-design (Grants, WFM, Budget, Acquisitions)
        1 – Implementation (WFM)

Q.   How long does it take to study one area?
A.   Approximately 12 – 18 months

Q.   How much longer will BPR continue?
A.   Approx. 2 years

Q.   Who determined what areas should undergo BPR?
A.   NOAA's Executive Panel (NEP)

Q.   What area is to undergo BPR next?
A.   Information Technology

Q.   How many people have been involved throughout effort?
A.   Approximately 200 subject matter experts; 1200 stakeholders; 50 team members and 7 TMT members

Q.   Is BPR improving operations and how do we know?
A.   Yes. Meeting established performance metrics and success factors for each area.

Q.   Examples of results?
A.   • 124% increase in number of FY 06 grants awarded prior to start date with decrease in overtime
        • In April, reduced hiring cycle by 28% without all recommendations implemented

Q.   How is scope determined in one area?
A.   Focus on processes that are most problematic and are not being addressed in other initiatives

Q.   What is the TMT?
A.   Transition Management Team – responsible for managing the BPR effort

Q.   Are reports available to NOAA employees?
A.   Yes. Located on TMT website: http://inside.nos.noaa.gov/tmt/welcome

Q.   How much has it cost?
A. $4.5M to date

MS-ADS Audit & Information Management

Q: In the last 20 years how many NOAA employees have been displaced as a result of an A-76 cost competition?
A: 0

Q: When the government wins an A-76 cost competition, how long must the Most Efficient Organization (MEO) structure be maintained?
A: 5 years

Q: Does the Federal Activities Inventory Reform (FAIR) Act Inventory address commercial positions, inherently governmental positions, or both?
A: Both

Q: Who can file a Freedom of Information Act (FOIA) request for access to government records?
A: Anyone

Q: Are emails considered records for FOIA purposes?
A: Yes

Q: Is a government agency obligated to release all information requested under the FOIA?
A: No, exemptions are allowed.

Q: If user fees are associated with processing a FOIA request, is the agency allowed to retain these fees?
A: No, they are sent to the Treasury Department.

Q: The DOC Inspector General reports to whom?
A: The Secretary of Commerce and Congress.

Q: What is the expected time frame for implementing OIG recommendations?
A: One year or less.

MS-ADS Civil Rights Office

Q: Of the NOAA's permanent total workforce (12,106) what is the percentage of?: (data as of January 7, 2007)
A: a) Men - 8,201 (67.74%)
     b) Women - 3,905 (32.26%)
     c) African Americans - 1,044 (8.62%)
     d) Hispanics - 339 (2.80%)
     e) Asian/Pacific Islanders - 529 (4.37%)
     f) American Indians/Alaskan Natives - 84 (0.69%)
     g) Whites - 10,110 (83.51%)
     h) People over 40 - 8,606 (71.09%) - All ages greater than 40
     i) People over 50 - 4,565 (37.71%) - All ages greater than 50
     j) People over 60 - 805 (6.65%) - All ages greater than 60
     k) People with disabilities - 500 (4.13%)

Complaint Data - July 1, 2006 - July 1, 2007

Q: How many counseling incidents in the past 12 months?
A: 110

Q: How many formal complaints filed in the past 12 months?
A: 32

Q: Number and percentage of formal cases filed based on:
A: a) **Race** - 14 (43.75%)
        b) **Age** - 9 (28.13%)
        c) **Sex** - 7 (21.88%)

Q: What are the top issues of discrimination complaints?
A: (1) assignment of duties and (3) promotions

Q: How many students participated in the 2007 NOAA Faculty and Student Intern Program?
A: 23

Q: How many students participated in the 2007 District of Columbia METropolitan CONsortium (METCON) for Students in Science, Mathematics & Engineering Career Orientation Program?
A: 23

Q: How many students participated in the 2007 High School/High Tech Program?
A: 4

Q: How many children participated in the 2007 NOAA Bring Your Child to Work Day Program?
A: 550

Q: How many volunteers helped with the 2007 NOAA Bring Your Child to Work Day Program?
A: 160

MS-ADS Logistics Division (LD)

Q: How much personal property does NOAA manage?
A: Over 108,000 items (over 12,000 laptops), valued at over $5 billion

Q: Can NOAA employees be held liable for lost personal property?
A: Yes, both financial and disciplinary liability.

Q: Will NOAA personnel be getting new ID badges?
A: Yes, "smartcard" IDs will be issued in compliance with HSPD-12 in FY2008.

Q: When must NOAA issue PIV-2 compliant badges to all employees and contractors?
A: October 2008.

Q: When did NOAA officially assume contractual/financial responsibility for all Guard Services Contracts nationwide?
A: October 1, 2006.

MS-AQP – Acquisition & Grants Office

Q: How many Grants did NOAA issue in FY 2006? How much were they worth?
A: FY 2006: 1931 Grants, $1.034 Billion
          FY 2005: 1911 Grants, $956 Million
          FY 2004: 1501 Grants, $971 Million

Q: How many Grants Online users are there currently?
A: In FY 2007 there are 3400 users. 3000 are grantee users.

Q: How many of these staff are Grants Staff?
A: FY 2006:   22 staff
          FY 2005:   19 staff
          FY 2004:   00 staff – Grants Online was not implemented in FY 04

Q: How many of these are NOAA Program Staff?
A: FY 2006:   325 staff
          FY 2005:   325 staff
          FY 2004:   00 staff – Grants Online was not implemented in FY 04

Q: How many acquisition actions did NOAA complete in FY 2006? How much were
they worth?
A: FY 2006: 14,634 Actions, $1.195 Billion
          FY 2005: 13,506 Actions, $608.5 Million
          FY 2004: 16,868 Actions, $772.4 Million

Q: How many Acquisition staff are there?
A: FY 2006: 117 staff
          FY 2005: 115 staff,
          FY 2004: 60 staff in AGO with other acquisition staff as part of the
          Administrative Support Centers. Numbers not available.

Q: How many staff use CRequest, the requisition system?
A: Approximately 2,300 requisitioners and acquisition staff

Q: Re: Acquisition: Is C.REQUEST ever going to work right?
A: Yes. Upgrades have been made. More upgrades are programmed although none will
be made the rest of this fiscal year to enable the help desk to concentrate on tickets rather
than testing software changes.

MS-FIN – Financial Services (NOAA Finance Office)

Q: Total number of Invoices/Vouchers paid in FY06?
A: 406,000 for $3.2B.

Q: Total number of approved Purchase Orders in FY06?
A: 13,700 for $2.1B.

Q: Total number of Purchase Card invoice items in FY06?
A: 210,000 for $93M.

Q: Total number of PCS moves processed in FY06?
A: 501.

Q: Total number of Treasury funds serviced in FY06?
A: 74.

Q: Total number of active project codes in the accounting system in FY06?
A: 12,800.

MS-FAC – Facilities

Q: Which State contains the most NOAA employee-occupied locations?
A: Alaska – 41.

Q: Which State(s) contains the least NOAA employee-occupied locations?
A: New Hampshire, Delaware – None.

Q: Excluding Maryland, which State houses the most NOAA occupants (employees and contractors)?
A: Washington – approximately 1900

Q: Which of the following real property types is not found in the NOAA inventory?
   a. Lighthouse
   b. Sidewalk
   c. Bridge
   d. Airport Runway
   e. Dam

A: d. Airport Runway

Q: Match the number of occupied facilities to the Line Office:

   1. OCAO   a.   7
   2. NWS   b.   9
   3. NMFS   c. 18
   4. OAR   d. 34
   5. NESDIS   e. 127
   6. NMAO   f. 195
   7. NOS   g. 14

A: 1. g, 2. f, 3. e, 4. c. 5. a, 6. b, 7. d

Q: What is the oldest NOAA Facility?
A: OAR Field Station, Muskegon, MI, 103 Years Old.

Q: How much land does NOAA own/lease?
A: 14,542 acres

Q: What is NOAA's annual utility bill?
A: Approximately $25M and rising.

Q: What is NOAA's annual Facilities lease/rent bill?
A: Approximately $100M.

Q: What is the total number of **all** NOAA Real Property Assets (Buildings, Land, and Structures)?
A: 3030 (784 Bldgs, 1488 Land, 758 Structures as of 12/2006)

Q: What is the total number of **NOAA-owned** Real Property Assets (Buildings, Land, and Structures)?
A: 661 (416 Bldgs, 173 Land, 72 Structures as of 12/2006)

Q: What is the condition of NOAA's buildings?
A: NOAA's overall facility condition is in the "unacceptable" range. Plans are to improve to "fair."

Q: How old are NOAA's buildings?
A: Average age is approaching 40 years (NOAA-owned buildings).

Q: What is NOAA's facility repair budget?
A: Approximately $5M per year for corporate facility planning, engineering, and repairs. Some Line Offices have separate facility maintenance and repair funds.

Q: Does NOAA have a long-range facilities improvement plan?
A: Yes. Updated as of May 2007.

Q: What major construction projects is NOAA doing/planning?
A: Approved/underway in various stages: PRC, LaJolla, NCWCP, Fairbanks.
    Planned for near future: Woods Hole, Beaufort, Norfolk, WRC/Montlake.
    Line Office specific construction to support programs varies.

Q: How long does it normally take for a project to be completed, from budget submission to beneficial occupancy?
A: Depending on Budget Approvals and Passbacks, at least five years.

Q: When do the master leases at Silver Spring expire?
A: SSMC 2 - 3/31/10
        SSMC 3 - 5/26/13
        SSMC 4 - 5/5/13

Q: How much space does NOAA occupy in GSA controlled facilities?
A: 3,231,529 sq. ft. as of May, 2007

Q: How much rent does NOAA pay for GSA space?
A: $81,336,900/yr.

Q: What is the basis for rent charges NOAA pays?
A: Fair Market Value.

Q: In how many locations does NOAA have RPMD staff?
A: Five (Silver Spring, Norfolk, Kansas City, Seattle, and Boulder).

Q: Where is NOAA's largest environmental liability, estimated at $24.3M in FY06, located?
A: The Pribilof Islands, Alaska. (Clean up of waste from Dept. of Defense use during World War II.)

Q: What percentage of General Property, Plant and Equipment from the FY 06 Dept. of Commerce Consolidated Balance Sheet belongs to NOAA?
A: 84% ($5,299,093,000/$4,458,906,000)

MS-ITS - Information Technology (IT) Services Program

Q: Does the NOAA Office of the Chief Information Officer have a website? If so, what is it?
A: Yes. http://www.cio.noaa.gov/

Q: What is the total value of NOAA's IT investment portfolio?
A: $605M (enacted in FY2007).

Q: Does NOAA manage the largest IT budget and largest number of IT investments of any bureau in the Department of Commerce?
A: Yes. GOES (Geostationary Operational Environmental Satellites) and NPOESS (National Polar-orbiting Operational Environmental Satellite System) are particularly challenging.

Q: As of March 31, 2007, there were 183 business cases on OMB's Management Watch List. How many were NOAA IT investments?
A: ZERO!

Q: What portion of NOAA's IT investment portfolio is represented by the IT Services Program?
A: About 4% (enacted in FY2007).

Q: Does the IT Services Program include all of NOAA's IT infrastructure funding?
A: No. All NOAA programs must plan for IT infrastructure funding through the PPBES process.

Q: What percentage of NOAA laptops are encrypted?
A: 100% of those that have not been waived.

Q: How many IT systems does NOAA/OCIO track for certification and accreditation status?
A: 135 (as of April 10, 2007).

Q: How many IT systems are owned by NOAA/OCIO?
A: 13

Q: What percentage of NOAA IT systems have full authorization to operate?
A: 93% (as of Q3 FY2007).

Q: How many NOAA websites are hosted by NOAA/OCIO's Web Operations Center? How many webpages?
A: About 800 websites (i.e., identifiable URLs). About 1 million webpages.

Q: What is the average daily volume of electronic mail traffic managed by NOAA/OCIO's Messaging Operations Center? Average message size? Total amount of data processed per day?
A: 785,000 messages (including internal and external, inbound and outbound) per day. 99 kilobytes per message. 79 gigabytes per day.

MS-LHQ – Line Office Headquarters Program

Q: How many Line Offices are represented in the Line Office Headquarters Program?
A: Six (NOS, NMFS, NWS, NESDIS, OAR and the tricky one... PPI)

Q: The funds to pay all of NOAA's AA's and DAA's, including their performance awards, come from which Program?
A: The Line Office Headquarters Program

Q: The NOAA Central Library is under the LO HQ Program. The Library can trace its origin back to when?
A: 1807. The Library also celebrates its 200th anniversary. It can trace its collection back to F.R. Hassler, first Superintendent of the Coast Survey under President Thomas Jefferson.

Q: PPI is a unique Line Office, with a unique mission. How many FTEs do you think it has?
A: 19

Q: Are all "overhead" functions covered in the LO HQ Program?
A: No. NOAA Headquarters Corporate and Staff Offices are covered under different Programs, depending on their line of business (e.g. Finance, Acquisitions, IT). However, all of these functions are contained within the Leadership and Corporate Services Program.

MS-MGT – NOAA Leadership Program

NOAA Education
- Number of student scholarships & fellowships: 131
  - Ernest F. Hollings: 111
  - EPP Undergraduate: 15
  - EPP Graduate Science: 5
- Number of Cooperative Research Institutes to promote NOAA-related research opportunities for underrepresented groups: 5
  - Underrepresented students trained: 2,300
- Kindergarten-12 students reached through in NOAA education activities: 200,000
  - Number of K-12 teachers: 4,000
- Number of people reached through NOAA Science On a Sphere exhibits: 7,000,000
  - Number of SOS installations: 17

Legislative Affairs
- Number of Congressional briefings: 1000
- Number of Congressional hearings: 51
- Number of follow-up questions for the record: 368

Program Analysis and Evaluation
- Number of independent analyses: 8
- Development of an integrated NOAA program: 1

Communications
- Number of media interviews handled: 5,100
- Number of news releases written: 327

General Counsel
- Number of Federal lawsuits against NOAA requiring legal representation: 100
- Number of natural resources damage recovery cases supported with legal representation: 350
  - Amount recovered for natural resource restoration and recovery: $23 Million
- Enforcement cases initiated: 264
  - Amount collected from enforcement penalties: $3 Million

MS-SEC – Homeland Security

Q: How many COOP plans are there in NOAA?
A: 257

Q: How many personnel comprise the NOAA Incident Coordination Center?
A: 50

Q: How many channels are there for employees to contact NOAA in an emergency and indicate their situation?
A: At least 5: emergency call in number, emergency website check-in, local supervisor's phone tree, email to supervisor, physical search by supervisor/fellow employees

Q: How many NOAA employees are involved in national emergency response activities and how many emergency response capability categories does NOAA provide to the nations?
A: Hundreds of employees nationwide and about 30 categories of capabilities.

MS-WMP – Workforce Management Program

Q: How many NOAA Leadership Seminars have there been (including this one)?
A: 6

Q: How many NOAA employees have been to the NLS to date (including this one)?
A: 1006

Q: What are the two largest Line Offices within NOAA?
A: NWS and NMFS

Q: What is the average age of a NOAA employee?
A: 46

Q: What percentage of NOAA employees are eligible for retirement right now?
A: 14%

Q: How many NOAA employees retired last year?
A: 379 employees (3%)

Q: Where can you find information about employment at NOAA?
A: www.careers.noaa.gov

Q: How many employees are on an assignment this year as part of the NOAA Rotational Assignment Program (NRAP)?
A: 60

Q: When is the next call for applications planned for the NOAA Leadership Competencies Development Program (LCDP)?
A: October 2007

Q: What do we call "measurable patterns of knowledge, skills, behaviors, and other characteristics that an individual needs to excel in a job?"
A: Competencies

Q: What is a service provided by the Alternative Dispute Resolution Program?
A: Mediation

Q: What was the former acronym for the Presidential Management Fellows (PMF) program?
A: PMI (I for Interns)

Q: Where can you find the name of your servicing HR Advisor?
A: www.wfm.noaa.gov

Q: Which Line Office employs the most Oceanographers?
A: OAR (87) Others: NOS-82, NMFS-48, NESDIS-42, NWS-14

Q: How many years of service must you have before you have re-employment eligibility?
A: 3

Q: How many union locals does NOAA have?
A: 22